

STATE OF CALIFORNIA

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Date: October 21, 2003

LEAVE ACCOUNTING LETTER # 03-028
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: 2003 PERSONAL LEAVE PROGRAM (PLP)

The following California Leave Accounting System (CLAS) mass updates are scheduled to implement the 2003 Personal Leave Program:

- * The Personal Leave Day (LD) benefit will be renamed to Personal Leave Prog-2003 on October 20, 2003. The abbreviated name, which will appear on the employee's Statement of Earnings and Direct Deposit Advices, is '2003 PLP'.
- * Retroactive Earn transactions will be posted for July, August, and September 2003 for employees in the following CBID's: R05, R16, R19, E05, E16, and E19 who are negative pay employees (Roll Codes 1 and 2). This update will appear on CLAS on October 22, 2003. The number of hours posted will be based on the position that was active on CLAS as of the end of each leave period.
- * PLP 2003 Earn transactions will be posted on a current basis for all Rank and File and Excluded employees participating in the PLP program beginning Monday, October 27th. The transactions will be posted for the month of October and will appear on CLAS on October 28th, however the hours earned will not be available until the November leave period. PLP 2003 Earn transactions will be posted in future months on the Monday following Master Payroll Cutoff.

The following manual updates must be made by the departments:

- * Retroactive Earn transactions must be posted for July, August, and September 2003 for positive pay employees (Roll Codes 3, 4, and 8) who are in the following CBID's: R05, R16, R19, E05, E16, E19. The transactions should be keyed using leave benefit ID 'LD' and transaction code '05'.
- * Any retroactive PAR or dock transactions that affect an

employee's time base, the number of days or hours paid, or other terms of eligibility will need to be corrected manually in CLAS when the retroactivity affects the number of hours earned for 2003 PLP.

Miscellaneous Information:

- * The Monthly Leave Activity and Balances report as well as the Employee's Statement of Leave (Annual Leave Statements) that are being printed on October 16, 2003 will not reflect 2003 PLP information, but will reflect information in regards to the Personal Leave Day benefit for excluded employees.
- * The employee's Statement of Earnings and Direct Deposit Advices received at the end of October will reflect the new 2003 PLP benefit. Remaining balances of Personal Leave Day will be included in the balance for 2003 PLP.
- * The CLAS Leave Letter 03-024 lists the transactions that are valid for the LD (2003 PLP) benefit. The Cash-Out (36) and Buy Back (34) transactions will be added to the LD benefit on October 20, 2003.

For additional information regarding 2003 PLP eligibility, refer to the Department of Personnel Administration's Personnel Management Liaison Memos (PML) 2003-040 and 2003-041. Another PML is pending which will give further information regarding 2003 PLP.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:jmh